

MINUTES OF THE  
MARICOPA ASSOCIATION OF GOVERNMENTS  
TELECOMMUNICATIONS ADVISORY GROUP

January 23, 2002  
MAG Office  
302 North First Avenue  
Phoenix, Arizona

MEMBERS ATTENDING

T Shirl Butler for Jim Hull, Mesa  
\*\*Kevin Hinderleider<sup>1</sup>, Avondale  
T Jim Keen for Betsy Wise<sup>1</sup>, Carefree  
\*Pat McDermott, Chandler  
\*Mike Ciccarone<sup>1</sup>, Fountain Hills  
T Dave Kollar<sup>1</sup> for Shawn Woolley<sup>2</sup>, Gilbert  
Ajay Joshi for Jerry Wightman, Glendale  
\*\*John Imig<sup>1</sup>, Goodyear  
\*Cary Parker<sup>2</sup>, Maricopa County

\*Duncan Miller<sup>1</sup>, Paradise Valley  
\*\*Chris Lehman for Ralph Spencer, Peoria  
Greg Binder, Acting Chair, Phoenix  
\*\*Kazi Haque, Queen Creek  
\*\*Kevin Sonoda, Scottsdale  
\*\*Randy Jackson, Surprise  
\*John Laue<sup>1</sup>, Tempe  
Bruce Johnson<sup>1</sup> for Ralph Velez, Tolleson  
\*Derek Rushing, ADOT  
Randi Alcott<sup>1</sup>, RPTA

\*Members neither present nor represented by proxy.

OTHERS PRESENT

Connie Bermudez, El Mirage  
Pat Timlin, El Mirage  
Bob Thaxton, Guadalupe  
Audrey Skidmore, MAG

Debbie Kohn, MAG Telecommunications Assoc.  
Heidi Pahl, MAG  
Rita Walton, MAG  
T Lenny Montanero, Mesa

\*\*Participated via telephone conference call.

T Participated via video conference call.

- 1 RVS Site Coordinator
- 2 RVS Backup Site Coordinator

1. Call to Order

The meeting was called to order at 10:05 a.m. by Acting Chair, Greg Binder. Voting members: Kevin Hinderleider, John Imig, Chris Lehman, Kazi Haque, and Randy Jackson attended via telephone conference call and Shirl Butler, Jim Keen and Dave Kollar attended via videoconference. All members introduced themselves.

2. Approval of October 24, 2002 Meeting Minutes

It was moved by Randi Alcott seconded by Bruce Johnson and unanimously recommended to approve the October 24, 2002 meeting minutes.

3. Announcements and Public Input

Heidi Pahl announced that a Resolution of Appreciation was created for Peter Putterman, honoring his contributions to the MAG Telecommunications Advisory Group (MAGTAG). She noted that Peter Putterman demonstrated dedication to various regional projects, he actively participated in workshops and forums and was a member of MAGTAG since its inception in 1994. Ms. Pahl noted that Mr. Putterman is no longer employed by the Town of Fountain Hills. She added that a Resolution of Appreciation would be presented to Chairman Jim Hull at the February 2003 MAGTAG meeting after Regional Council action, as he is on an extended leave from the City of Mesa and no longer able to be the MAGTAG Chair.

Chris Lehman announced that the City of Peoria is working with the Arizona Department of Transportation (ADOT) installing fiber on 83<sup>rd</sup> Avenue. He requested that the MAGTAG Regional Community Network (RCN) Study could participate in installing fiber in this area while the trench is open. Audrey Skidmore, MAG staff for the RCN Study, stated she would call Peoria staff to discuss.

Randi Alcott announced that Valley Metro is holding a Telework Workshop on February 20, 2003 and the author of "Work Naked" will be present. Greg Binder asked who the target audience was for the workshop. Randi Alcott responded anyone who teleworks or is interested in teleworking.

4. Regional Community Network Study

Audrey Skidmore introduced David Haines, Project Manager from Kimley-Horn and Associates Inc. Mr. Haines gave a presentation, updating MAGTAG members on the Regional Community Network (RCN) Study. He discussed the purpose, components, task status, highlights and timeline of the Study. He stated the importance of staying focused on the long-term goal of communication needs rather than the short term goals or easy fix. Greg Binder asked if the RCN Study recommendations will have an impact on policies and practices. Mr. Haines responded that the architecture recommendation will support many types of media links and is a standards, tiered approach including regional Wide Area Network (WAN), Metropolitan Area Network (MAN), and Local Area Network (LAN) levels. Audrey Skidmore added that copies of the RCN working papers will be sent to the RCN working group soon and comments will be due back one week later.

5. Review of MAGTAG Working Group Sessions

Randy Jackson said that he had no report for the Information Sharing working group because they have not met.

On behalf of Cary Parker, Debbie Kohn provided an update for the Regional Telecommunications Strategic Plan (RTSP) Working Group. She said that the RTSP working group met November 6, 2002. She noted that the group has been busy the last several months hearing presentations regarding various state, regional, and local telecommunication related initiatives and projects. She said at their November meeting, they heard a presentation from Dean Howard of the City of Goodyear regarding the Southwest Valley's telecommunications strategic planning efforts. Ms. Kohn stated that following the presentation, the group categorized the various known telecommunication-related projects and initiatives according to state/regional/local focus and the type of project (infrastructure/policy/ planning/economic development). She said the group then brainstormed a list of telecommunication needs for the region and categorized them according to the type of project.

Debbie Kohn said that the RTSP group met again on December 18, 2002. She said that they heard a brief update on the status of the AZTech project and the ADOT Right-of-Way (ROW) fiber project. She noted that the group then reviewed the list of regional needs and draft statements of outcomes for those needs. The needs were then prioritized by the group and the top three choices were discussed. She said the group agreed to meet again in January 2003 to develop specifics for each recommendation for MAGTAG consideration. Ms. Kohn relayed that the group had to postpone its January meeting due to schedule conflicts and is now planning to meet in mid-February to finalize its recommendations.

On behalf of Pat McDermott, Debbie Kohn provided an update on the Regional Videoconference System (RVS) Additional Sites and Outreach Working Group activities. Ms. Kohn stated that the group met in November 2002. She said that they continued to explore various technology enhancements for video and audio conferencing. At that meeting, they heard a report regarding the City of Scottsdale's desktop videoconferencing experience and then discussed their experience with a web conferencing demonstration given to the group earlier that month. She said that the group agreed to pursue the addition of high quality conference phones in conference rooms for audio conferencing, to focus more on audio conferencing usage, and to focus on continuing to train users and promote usage of the current RVS.

Debbie Kohn stated that at their December meeting, the group discussed the need for additional videoconferencing units and concerns regarding current RVS usage. She reported that the group agreed that marketing efforts should focus on videoconferencing as the solution to a problem or as providing a beneficial alternative to increase productivity. The group reviewed their remaining potential tasks and developed a list of action items. She noted that the group prioritized the items. She stated that MAG staff was directed to prepare a draft recommendation based on the top priority items for the group to review and revise as needed at its next meeting.

She said the group was unable to meet in January due to schedule conflicts but will meet in February to receive updates on RVS marketing efforts and to work on its recommendation for MAGTAG.

6. Regional Videoconferencing System Update

Heidi Pahl gave an update on recent RVS activities. She stated that a site coordinator meeting was held December, 2002 with 20 site coordinators in attendance, some via multipoint videoconference and some linked via multipoint audio conference. Ms. Pahl said that each participant introduced themselves and explained how their city uses or has used videoconferencing. She noted that service and support, RVS usage statistics, marketing and training were discussed at the meeting.

Heidi Pahl added that the RVS Marketing Group had a successful meeting in December, 2002. She said the group decided to take on the task of peer-to-peer demos. She stated that one of the tasks that came out of the site coordinator survey was to conduct peer-to-peer videoconference demonstrations. Several cities asked for these demos and Goodyear, Surprise and Gilbert site coordinators volunteered to give the demos to the nine member agencies that requested it.

Greg Binder asked if there is a list of member agencies that requested the peer-to-peer demonstrations. Heidi Pahl responded that Apache Junction, Buckeye, Chandler, Glendale, Guadalupe, Litchfield Park, Mesa, Peoria and Youngtown requested a peer-to-peer demonstration.

Heidi Pahl noted that Peoria moved their videoconference unit to the Economic Development conference room and that MAG staff has trained economic development staff to use the equipment.

Greg Binder asked what MAG's role was in the City of Peoria relocating their videoconference unit. Heidi Pahl responded that Peoria paid the moving costs. They contacted Norstan who moved the videoconference unit and contacted Qwest to move the network lines. In this case, the Peoria site coordinator assisted in moving the network lines.

Greg Binder asked how many people attended the videoconference training classes. Heidi Pahl responded that the classes were very well attended, for example Youngtown had the entire town staff present at the training, Gila River Indian community had six to eight people attend training and Peoria had four people from the economic development department attend training. She added that each participant receives hands-on training as well as the MAG Videoconference Training Guide, Marketing Materials, site coordinator contact list and Latitude audio conference packet.

Heidi Pahl announced that MAG wrote a letter to Federal Highway Administration (FHWA) requesting permission to purchase a videoconference unit, network and service and support for El Mirage. She stated that El Mirage has identified a location for the videoconference equipment in Surprise at the Arizona Superior Courts Building Northwest Regional Center. She added that El Mirage plans to use the videoconference unit in the courts for initial appearances, video arraignments and sentencing. She also stated that El Mirage is willing to share their videoconference unit with neighboring member agencies.

Heidi Pahl announced that there is a multipoint conference server (MCS) test Friday January 24, 2003 from 9 a.m. to noon and that all end sites should have their videoconference units turned on by 8:30 a.m. She said that the purpose of the MCS test is to ensure the MCS problem of not being able to connect more than 12 sites in a videoconference is fixed.

Lenny Montanaro, Deputy Court Administrator for Mesa Municipal Court, gave a presentation on how the Mesa Court uses videoconferencing. Mr. Montanaro explained that Mesa began using videoconferencing in the court in December 1998, for the purpose of reducing jail costs, and expediting cases through the judicial system as well as increasing safety and reducing liability with transporting prisoners for law enforcement. He stated that Mesa realized cost savings for jail fees three weeks into the videoconferencing program.

Lenny noted that Mesa does not use videoconferencing for victim cases, probation violation hearings, or trials. He noted that some challenges include, the extra time needed to explain sentencing and complete forms and limited space in County facilities. Public viewing of proceedings must be allowed. Mesa meets this requirement by setting up viewing in the primary lobby at the courthouse. He stated the initial cost to purchase the equipment was \$6,500 in 1998.

Connie Bermudez asked how the defendant signs the paperwork. Lenny Montanaro responded that both parties (the defendant and the prosecutor) agree via a stipulation form to have proceedings conducted via videoconference. The prosecutor signs the stipulation form a day before the proceeding. The defendant signs the stipulation form just before the proceeding. The sentencing forms are faxed to the Maricopa County Sheriff's Office to be signed by the defendant; the Mesa Police Officer gives a copy of the form to the defendant; the Mesa Police Officer returns the faxed copy with the defendant's signature to the Court.

Randi Alcott asked how much money is being saved annually by using videoconferencing in the courts. Lenny Montanaro responded that the Mesa Court does not track dollars saved from videoconferencing program. The Mesa Police department is responsible for paying jail fees to the Maricopa County Sheriff's Office.

Pat Timlin asked if a Mesa police officer has to go to the County jail. Lenny Montanaro replied yes, two officers and two vans go each morning. The first officer transports defendants from the County holding facilities to the custody court facility located in the Mesa jail facility. Defendants on the first transport are not seen over the videoconferencing equipment because they are involved in cases with victims, have an attorney involved, or are being transported for a trial. The second transport officer brings the defendants to the videoconferencing room at the County jail to help facilitate the proceedings.

Heidi Pahl asked what type of videoconferencing equipment and network Mesa purchased. Lenny Montanaro responded PictureTel Swiftsite equipment and one ISDN line. Ms. Pahl asked if a judge needs to champion videoconference use in order for it to be a success. Lenny Montanaro responded yes, the judge needs to conduct proceedings in a timely manner and not to waste County's time.

Heidi Pahl asked if Mesa videotapes proceedings. Mr. Montanaro replied yes, and the tapes are stored for 60 days, but there is no rule that proceedings have to be taped.

Greg Binder asked if Lenny Montanaro was available for consultation. Mr. Montanaro said he is willing to assist member agencies and supplied his work telephone number. Mr. Binder thanked Mr. Montanaro for an informative, enthusiastic presentation and endorsement of the technology.

Greg Binder invited MAGTAG members to stay informed of videoconference use at their site.

7. Date of Next Meetings

Greg Binder said that the next meeting is February 27, 2003 from 10 AM to noon.

The meeting was adjourned at 11:15 AM.